



Town of Hopkinton Planning Department

330 Main Street, Hopkinton NH 03229-2627 - (603) 746-8243 - planzone@hopkinton-nh.gov

BUILDING/USE APPLICATION

Completed application **must be accompanied by a check payable to the Town of Hopkinton**. No refund will be made if the application is denied. More than one permit may be applied for using the same form; however, the permits being sought must apply to the same piece of property. For questions, please contact the Planning Department at (603) 746-8243 or email planzone@hopkinton-nh.gov.

Permit No. _____	Phasing Applicability: Permit ____ of ____ Subdivision: _____
Application Received ____/____/____	<input type="checkbox"/> Driveway Permit <input type="checkbox"/> PUC Approval <input type="checkbox"/> Shoreland Protection
By: _____ Fee: _____	<input type="checkbox"/> Septic Approval <input type="checkbox"/> Floodplain <input type="checkbox"/> Code Enforcement
	<input type="checkbox"/> Fire/Life Safety <input type="checkbox"/> ZBA/PB <input type="checkbox"/> CVP Water Commission

Street Address	Tax Map	Tax Lot	Zoning District
<input type="checkbox"/> Demolition <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Accessory <input type="checkbox"/> Other _____			
Is Lot located in 100-year Flood Plain Area (Special Flood Hazard)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What is the Flood Insurance Rate Map (FIRM) Community Panel #:			
Is the <u>portion</u> of the property to be developed under a Current Land Use (CLU) Assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, a new CLU map must be submitted to the Assessing Department (603-746-8258).			

Applicant's Name:	Owner's Name:
Mailing Address:	Mailing Address:
City/State/Zip:	City/State/Zip:
Phone (days):	Phone (days):
Email:	Email:
Note: Please indicate whether you would prefer your PERMIT emailed or mailed (circle one).	

	Name of Contractor/License #	Address/City/State/Zip	Telephone
Architect			
General Contractor			
Electrical			
Plumbing			
Sewer/Septic			
Mechanical			
Sprinkler			
Fire Alarm			

DESCRIPTION

Value of Work: \$ _____

Include Setbacks on Sketch	Distance to Structure (feet):		When Applicable, Proposed Number of:		Square Feet & Dimensions (exterior only):	
Front Setback (Not edge of pavement)			Stories		Lot Area (Acres)	
Rear Setback			Bedrooms		Basement (Full, Partial)	
Side Setback (left)			Full Baths		Structure (exterior)	
Side Setback (right)			Partial Baths		Garage	
Shoreland Setback			Fireplace		Deck/Pool/Etc.	
Wetland Setback			Units		Sign(s)	
Building Height					Other	
Distance from closest structure on your property						

Water Supply: ☐ Municipal ☐ Well Heating Fuel: ☐ Electric ☐ LP Gas ☐ Oil ☐ Wood ☐ Other
 Sewer: ☐ Municipal ☐ Individual Fuel Storage: ☐ Inside ☐ Outside (above/under-ground)

DRIVEWAY PERMIT: Hopkinton Public Works (603-746-5118) approval for driveway connection to a Town street. Connections to State roads require the State of NH Department of Public Works and Highways (666-3336) approval.
Approval number: _____ **Date:** _____

SEPTIC SYSTEM: NH Department of Environmental Services (603-271-3501) approval.
Approval number: _____ **Date:** _____

NH ENERGY CODES: NH PUC Energy Code Application for Certification of Compliance for New Construction, Additions, and or Renovations (EC-1 Form) must be completed and returned with the Building/Use application. For Energy Code information, see NH Public Utilities Commission's web site:
<http://www.puc.state.nh.us/energycodes/residential.htm>

NH COMPREHENSIVE SHORELAND PROTECTION ACT (CSPA) RSA 483-B: Effective July 1, 2008, a SHORELAND PERMIT is required for many construction, excavation, or filling activities within the Protected Shoreland. A complete list of activities that do not require a shoreland permit can be found in the Shoreland Administrative Rules, Env-Wq 1406. Please visit the NH Department of Environmental Services Shoreland Website at www.des.nh.gov/cspa or call 271-2147. Office location: 29 Hazen Drive, Concord, NH 03302-0095.
Approval Number: _____ **Date:** _____

This is to certify that the information included with this application will be followed during construction, and any changes shall be only after notifying the Planning Office. That any permit issued based on inaccurate information is subject to immediate withdrawal. That the owner of record authorizes the proposed work and that I have been authorized to make this application as his/her authorized agent, and I agree to conform to all applicable laws of this jurisdiction. I further certify that I am aware of and will comply with any deed restrictions or covenants and any regulations or conditions imposed by the Select Board, Zoning Board of Adjustment, and or Planning Board as it relates to this property and the proposed structure/use. Also, I am aware that applying for a permit with respect to an activity in or on the building or property shall be deemed consent for Town officials and employees to enter the building or property to perform inspections, measurements, sampling, or any other action deemed necessary.

Signature of Applicant

Print Name of Applicant

Date

Site plan or sketch below showing location and dimensions of the property, existing and proposed structures, new construction, driveways, signage, or other special features. **Construction drawings (Cross-Sections)** two-sets (to-scale and 11" x 17") showing construction details. Building Inspector: Ph. (603) 783-1509

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Project title, designer's name, contact information ▪ Plan reference "Compliance with 2015 IRC" ▪ Design loads ▪ Footing sizes and spaces ▪ Thickness of concrete slab or size and location of concrete piers, girders ▪ Damp proofing ▪ Sill size ▪ Floor and sheathing type (roof/walls) ▪ Height between floor and ceiling | <ul style="list-style-type: none"> ▪ Size and space of framing members (rafters, studs, joists, etc.) ▪ Collar tie size and spacing ▪ Roof slope, ice shield, shingle type ▪ Insulated walls and material and wood beams supporting floors. ▪ Sheetrock size <p>Note: Roof and floor trusses stamped by registered, professional engineer. LVL beams highlighted and calculations.</p> |
|---|---|

Setback distances from structures to all property lines.

Distance Rear

Distance Left

Distance Right

Distance Front

NOT TO SCALE

Name of Street: _____ Tax Map/Lot: _____

Permit Required to erect, construct, reconstruct, or alter a structure. Change the use or lot coverage or extend or displace the use of any building, structure, or lot. (ZO Section XIV)

Appreciable Start: New residence – 4 months (foundation in and capped). All other – 6 months. If you do not make an appreciable start, the permit will lapse, and you must re-apply. All work must be completed within two years.

Table of Uses 3.6: Any use not listed in the Zoning Ordinance shall not be allowed unless the ZBA determines it is substantially similar to a use in Table 3.6 through an Administrative Appeal. (ZO 3.6, 3.6.1)

Table of Dimensional Requirements 4.2: Minimum lot dimensions, minimum setback dimensions by zoning district. (ZO Section IV)

TOWN OF HOPKINTON, NH

SCHEDULE OF FEES

Permit Fees (permits applied for after the fact will be charged double):

Basement	_____ SF x	.24	= \$	_____
1 st Floor	_____ SF x	.24	= \$	_____
2 nd Floor	_____ SF x	.24	= \$	_____
3 rd Floor	_____ SF x	.24	= \$	_____
Garage/Carport/Barn/Shed	_____ SF x	.12	= \$	_____
Deck/Porch/Pool	_____ SF x	.04	= \$	_____
Renovations	_____ SF x	.04	= \$	_____
Commercial/Industrial (New/Addition/Accessory)	_____ SF x	.24	= \$	_____
Telecommunications (New/Co-Location)	Value of Const./1,000 x	5.00	= \$	_____
Other: Roofs, Wind, Solar, etc.		25.00	= \$	_____
Change of Use Permit		25.00	= \$	_____
Sign Permit		25.00	= \$	_____
Demolition		50.00	= \$	_____
Driveway Permit		25.00	= \$	_____

Total = \$ _____

Inspection Fees:

Residential, Single Family		150.00	= \$	_____
Residential Units (Apt./Condo)	# Units _____ x	150.00	= \$	_____
Residential, Additions, Renovations		50.00	= \$	_____
Garage/Carport/Barn/Pool		50.00	= \$	_____
Shed/Deck/Porch		25.00	= \$	_____
Other: Roofs, Solar, etc.		25.00	= \$	_____
Commercial (new/addition)		125.00	= \$	_____
Industrial (new/addition)		150.00	= \$	_____
Commercial/Industrial (Accessory)		25.00 or 75.00	= \$	_____
Minor: Cold Storage, Shell		25.00	= \$	_____
Major: Elect., Plumbing, Machinery		75.00	= \$	_____

Total = \$ _____

GRAND TOTAL = \$ _____

TOWN OF HOPKINTON, NH

BUILDING INSPECTIONS

Inspections: Ph. (603) 746-8243 • Building Inspector: Ph. (603) 783-1509

1. **FOOTINGS** After the forms and reinforcement bars are set and prior to the placement of concrete;
2. **FOUNDATION WALLS** prior to backfilling;
3. **TEMPORARY SERVICE ELECTRICAL**
4. **ROUGH FRAMING, ELECTRICAL, PLUMBING, AND MECHANICAL BEFORE INSULATION**
5. **INSULATION** Including sound as well as thermal insulation, fire stopping, draft stopping. No interior wall finish, i.e., drywall, paneling, etc., shall be in place before the inspection.
6. **FINAL (ELECTRIC, PLUMBING, MECHANICAL, BUILDING):** Note: Duck leak test, blower door test, and potable water test required before issuance of CO.

For new residential and commercial construction, **CERTIFIED PLOT PLANS** must be on file no later than when requesting a frame inspection. Certified plot plans are required to make sure your Structure is within the setbacks of the Lot. If your Structure is outside the setbacks, you may be required to move the foundation.

NH Adopted Building and Fire Codes: This is a partial list of adopted codes. The list is a resource of some of the frequently used codes. Source: State of NH Dept of Safety, Div. of Fire Safety, Office of State Fire Marshal (9/25/2019).

- 2015 International Residential Code (IRC) with NH Amendments
- 2015 International Energy Conservation Code (IEC) with NH Amendments
- 2015 International Mechanical Code (IMC) with NH Amendments
- 2015 International Plumbing Code (IPC) with NH Amendments
- 2015 International Building Code (IBC) with NH Amendments
- 2015 International Existing Building Codes (IEBC) with NH Amendments
- 2015 International Swimming Pool & Spa Code (ISPSC) with NH Amendments
- 2009 ANSI A117.1 & FHA/UFAS as applicable.
- 2015 NFPA 1 Fire Code as amended by Saf-C6000
- 2013 NFPA 13/13R, Standard for the Installation of Sprinkler Systems
- 2014 NFPA 25, Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems
- 2015 NFPA 30, Flammable and Combustible Liquids Code
- 2015 NFPA 30A, Code for Motor Fuel Dispensing Facilities and Repair Garages as amended by Saf-C 6000
- 2011 NFPA 31, Standard for Installation of Oil Burning Equipment as amended by Saf-C 6000
- 2015 NFPA 54, National Fuel Gas Code as amended by Saf-C 6000
- 2014 NFPA 58, Liquefied Petroleum Gas Code as amended by Saf-C 6000
- 2017 NFPA 70, National Electrical Code (NEC) with NH Amendments
- 2013 NFPA 72, National Fire Alarm and Signaling Code
- 2014 NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
- 2015 NFPA 101, Life Safety Code as amended by Saf-C 6000 and applicable referenced publications in Ch. 2
- 2013 NFPA 211, Standard for Chimneys, Fireplaces, Vents and Solid Fuel Burning Appliances
- 2015 NFPA 720, Standard for the Installation of Carbon Monoxide (CO) Detection and Warning Equipment as amended by Saf-C 6000
- 2010 NFPA 914, Code for Fire Protection of Historic Structures